

**Hawaii Public Housing Authority
State of Hawaii**

RFI-HPB-2009-14

Request for Information (RFI)

**Homelessness Prevention and Rapid Re-Housing Program
(HPRP)**

Date Issued: March 27, 2009

Proposal Submittal Deadline: Friday, April 3, 2009

The purpose of this request for information is to include providers in a federal grant application pursuant to section 3-143-614, HAR. If the State is awarded the grant, no Request For Proposal (RFP) for this service will be issued and the providers selected and named in the grant application as result of this RFI will be awarded a contract for the service



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Request for Information (RFI)

**Homelessness Prevention and Rapid Re-Housing Programs
(HPRP)**

The Hawaii Public Housing Authority (HPHA), in collaboration with the Continuum of Care for the Counties of Hawaii, Kauai and Maui, is requesting proposal from qualified applicants to provide homelessness prevention services on Hawaii County, Kauai County and Maui County. The RFI provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of services sought;
2. Special requirements to be met by provider;
3. The criteria for monitoring and evaluation contracted services; and
4. The criteria by which qualifying proposals shall be reviewed and rated.

One (1) original and five (5) copies of the proposal shall be mailed and postmarked by the United States Postal Service (USPS) on or before midnight, Hawaii Standard Time (H.S.T.) April 3, 2009 or hand delivered no later than **4:00 p.m., HST, on Friday, April 3, 2009**, at the drop-off site designated below, under the Proposal Mail-in and Delivery Information. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. Deliveries by private mail services such as Federal Express (FedEx) and United Parcel Service (UPS) shall be considered hand deliveries. There are no exceptions to this requirement.

All proposals must be received in a sealed envelope or package. Upon receipt by a state purchasing agency at the designated location(s), proposal applications shall be date-stamped and time-stamped, held in a secure place and not open or examined for evaluation purposes until the submittal deadline.

ALL MAIL-INS SHALL BE POSTMARKED BY THE USPS NO LATER THAN April 3, 2009 and received by the State purchasing agency no later than four (4) days from the submittal deadline.

Proposal Mail-in and Delivery Information:

**Hawaii Public Housing Authority (HPHA)
Central Files
1002 North School Street , Bldg D
P.O. Box 1709
Honolulu, Hawaii 96817**

Inquiries regarding this RFI should be directed to the RFI contact person, Phyllis Ono, Hawaii Public Housing Authority, Contracts and Procurement Office, 1002 North School Street, Bldg. D, Honolulu, Hawaii, telephone: (808) 832- 6090, fax: (808) 832-6039.

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Section 1

Service Specification

I. Overview, Purpose or Need and Goals of Service

The State of Hawaii, Hawaii Public Housing Authority (HPHA), and the Continuum of Care (CoC) for the counties of Hawaii, Kauai and Maui, are requesting applications from qualified Sub-grantees to provide homeless prevention services to rapidly re-house and stabilize individuals and families on the Counties of Hawaii, Kauai and Maui.

The Homelessness Prevention Fund created under Title XII of Division A, of the American Recovery and Reinvestment Act of 2009 (Recovery Act) has provided available funding of \$2,123,551.00. Funds are to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. More specifically, the two target populations to be served are: 1) individuals and families who are currently in housing but are at imminent risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and 2) individuals and families who are experiencing homelessness (residing in emergency or transitional shelter or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing). The focus is on housing for homeless and households at-risk of becoming homeless. Eligible activities under this funding include: 1) financial assistance; 2) housing relocation and stabilization services; 3) data collection and evaluation; 4) administrative costs related to delivery of services in items 1 through 3.

Sub-Grantees may use up to three percent (3%) of the funds requested in their proposal for administrative costs. The Sub-grantees' programs must operate for three (3) years, and expend 60% (percent) of the total amount within two (2) years and 100% of the funds are to be expended within three (3) years. The United States Department of Housing and Urban Development (HUD) may recapture any unexpended funds in violation of the two (2) year expenditure requirement; as well as at the end of the three (3) year program and reallocate such funds. The Grantee and Sub-grantee at a minimum shall be required to collect and report data on the HUD Homeless Management Information System (HMIS) and provide quarterly status reports regarding the services provided and expenditure of funds.

II. Funding Source and Geographic Area

- A. Funding Source.** Funds are subject to appropriation by the State's Director of Finance and/or U.S. Congress and allocation by the Governor, State Legislature and/or the HUD. Funding Period may change upon written notice from HPHA.
- B. Geographic Coverage.** The service to be provided shall be only on Hawaii County, Kauai County and Maui County. The combination of all contracted

sub-grantees together shall provide a network of services across the three (3) counties.

III. Eligible Program Participants, Minimum Criteria and Risk Factors

A. Eligible Program Participants. The purpose of the Homelessness Prevention and Rapid Re-Housing Program (HPRP) is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-housing person(s). The two (2) eligible populations to be served under the HPRP funds are: 1) person who still housed but at risk of becoming homeless and 2) persons who are already homeless.

1. A homeless person as defined by the McKinney-Vento Homeless Assistance Act, the United State Code Title 42 Section 11302 as:
 - a. An individual who lacks a fixed, regular, and adequate nighttime residence; and
 - b. An individual who has a primary nighttime residence that is:
 - i. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - ii. an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - iii. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
2. Rapid Re-Housing Assistance is available for persons who are homeless according to the HUD'S definition. Individuals and families must meet the income eligibility in section III.B. 1, of this RFI, and the criteria listed below:
 - a. Sleeping in an emergency shelter;
 - b. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
 - c. Staying in a hospital or other institutions of up to 180 day but was sleeping in and emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institutions;
 - d. Graduating from, or timing out of a transitional housing program; and
 - e. Victims of domestic violence.

B. Minimum Criteria Any individual or family provided with financial assistance through HPRP must at least meet the following minimum criteria:

1. The household must be at or below 50 percent (50%) of Area Median Income (AMI). Income limits are available on HUD's website at: <http://www.huduser.org/DATASETS/il.html>. Sub-Grantees use the HUD's Section 8 income eligibility standards for HPRP.
2. The household must be either homeless or imminent at-risk of losing its housing and meet both the following circumstances: 1) no appropriate subsequent housing option have been identified; and 2) the household lacks the financial resources and support network needed to obtain immediate housing or remain in its existing housing.
3. Any individual or family provided with financial assistance through HPRP must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.

C. Risk Factors. The Sub-grantees shall at a minimum utilize some of the risk factors as listed below. This list is not exhaustive, Sub-grantees may consider other risk factors used to target persons at-risk of becoming homelessness in the development of their program requirements:

1. Eviction within two (2) weeks from a private dwelling including housing provided by family or friends;
2. Discharge within two (2) weeks from an institution in which the person has been a resident for more than 180 days that includes prisons, mental health institutions and hospitals;
3. Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
4. Sudden and significant loss of income;
5. Sudden and significant increase in utility costs;
6. Mental health and substance issues;
7. Physical disabilities and other chronic health issues, including HIV/AIDS;
8. Severe housing cost burden that is greater than 50 percent of income for housing costs;
9. Homeless in the last 12 months;
10. Young head of household under 25 with child(ren) or pregnant;
11. Current or past involvement with child welfare, including foster care;
12. Pending foreclosure of rental housing;
13. Extremely low income, less than 30 percent of Area Median Income (AMI);
14. High overcrowding, the number of person exceed health and/or safety standards for the housing unit size;
15. Past institutional care which include prisons, treatment facilities, and/or hospitals;
16. Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities;

17. Credit problem that preclude obtaining of housing; or
18. Significant amount of medical debt.

IV. CoC Participation and Coordination of Services

The Sub-grantee is expected to actively participate in their respective Counties CoC planning and coordination process. Participation shall be determined by the number of meetings attended, and level of participation and attendance at subcommittees meetings.

The Sub-grantee must be able to coordinate services with other (non-homeless targeted) agencies and other mainstream health, social services, and employment programs for which homeless populations may be eligible in the community.

V. Scope of Services

A. Eligible Service Activities and Cost. There are four (4) categories of eligible activities as defined by the HUD Docket No. FR-5307-N-01 for the HPRP program in which the Sub-grantee may use in developing their program.

- Financial assistance;
- Housing relocation and stabilization services;
- Data collection and evaluation; and
- Administrative Costs.

B. Service Activities. HPRP eligible activities are focused on housing for the homeless and at-risk homeless. It will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for this assistance. The Sub-grantee shall determine the eligible activities and the requirements of each activity chosen in the design and development of their program.

1. Financial Assistance:

Activities are limited to the following: short-term rental assistance, medium term rental assistance, security deposits, utility payments, utility deposits, moving cost assistance and motel and hotel vouchers.

Sub-grantees shall not make payments directly to program participants, but only to third parties such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee, sub-grantee or the parent, subsidiary or affiliated organization of the sub-grantee.

Rental Assistance shall include short and medium term rental assistance is tenant-based rental assistance that can be used to allow individual and

families to remain in their existing rental units or to help them obtain and remain in rental units they select.

- a. Short-term rental assistance may not exceed rental costs accrued over a period of three (3) months.
- b. Medium term rental assistance may not exceed rental costs accrued over a period of 4 to 18 months.
- c. No program participant may receive more than 18 months of assistance under HPRP. After three (3) months, if program participants receiving short-term rental assistance need additional financial assistance to remain housed, they must be evaluated for eligibility to receive up to 15 additional months of medium-term rental assistance, for a total of 18 months.
- d. Sub-grantees shall verify eligibility at least once every three (3) months for all program participants receiving medium-term rental assistance and provide ongoing case management, as needed, to all program participants receiving rental assistance in order to transition them to independence, including permanent housing arrangement in either subsidized or unsubsidized housing.
- e. Short and medium-term rental assistance types shall be shallow subsidies which pay a portion of the rent, or graduated/declining subsidies.
- f. The maximum number of times an individual or family may receive assistance is not to exceed an amount equal to 18 months of rental assistance.
- g. Program participants may share in the cost of rent, utilities, security and utility deposits, moving, hotel or motel and other expenses as a condition of receiving HPRP financial assistance.
- h. Rental assistance may also be used to pay up to six (6) months of rental arrears, rental arrears may be paid if it enables the program participant to remain in the housing unit for which the arrears are being paid, or move to another unit. Calculations for paying rental arrears shall not exceed 18 months.
- i. Rental assistance paid cannot exceed the actual rental costs, which must be in compliance with HUD's standard of "rent reasonableness". Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the

rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. The HUD's worksheet on rent reasonableness is at: www.hud.gov/offices/cpd/affordablehousing/library/forms/reasonablechecklist.doc.

- j. Rental assistance cannot be made on behalf of eligible individual or families for the same period of time and for the same cost type that is being provided through another federal, state or local housing subsidy program.
- k. Security and utility deposits which cover the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types.
- l. Utility payments may be paid up to 18 months, including up to six (6) months of utility payments in arrears for each program participant. The utility account must be in the program participant's name, or the participant must be able to provide verification of responsibility to make utility payment.
- m. Moving costs assistance for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of three (3) months or until the program participant is in housing.
- n. Reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in.

2. Housing Relocation and Stabilization Services

- a. Case management for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Services include counseling; developing, securing and coordinating services; monitoring and evaluating program participant progress; assuring that the program participant's rights are protected; and developing an individualized housing and service plan, including a path to housing stability.
- b. Outreach and engagement services or assistance designed to publicize the availability of program to make persons who are

homeless or at-risk homeless aware of these and other services and programs.

- c. Housing search and placement funds may be used for services or activities designed to assist individual or families in locating, obtaining, and retaining suitable housing. Services may include: tenant counseling; assisting individual and families to understand leases; securing utilities; making moving arrangement; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing.
- d. Legal services are to assist people to stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.
- e. Credit repair targeted to assist program participants with critical skill related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

3. Data Collection and Evaluation

Data Collection and reporting shall be conducted through the use of the Homeless Management Information System (HMIS) or a comparable client level database. Evaluation: Sub-grantees must comply if asked to participate in HUD –Sponsored research and evaluation of HPRP.

- a. Reasonable and appropriate costs associated with operating an HMIS for purposed of collecting and reporting date required under the HPRP.
- b. Costs associated with data collection, entry and analysis and staffing associated with the operation of the HMIS, including training.

4. Administrative Costs

- a. No more than three percent (3%) may be spent on administrative costs.
- b. Staff training for staff who will administer the program or case managers who will serve program participant, as long as this training is directly related to learning about HPRP.

5. Ineligible Costs and Prohibited Activities

- a. Child care;
- b. Employment training;
- c. Mortgage Costs;
- d. Construction or rehabilitation;
- e. Credit card bills or other consumer debt;
- f. Car repairs or other transportation costs;
- g. Travel costs;
- h. Food;
- i. Medical or dental care and medicines;
- j. Clothing and grooming;
- k. Home furnishing;
- l. Pet care;
- m. Entertainment activities;
- n. Work or educational related materials;
- o. Cash assistance to program participants;
- p. Education certification, licensed, and general training classes for staff that are not directly related to HPRP program operations; and
- q. Planning and development of HMIS systems;

C. Output and performance/outcome measurements

For this RFI, the focus will be on specific achievements of outcomes and milestones within the context of homelessness prevention and rapid re-housing, and specific measurable changes in the increasing housing stability and self sufficiency. The outcomes describe the anticipated changes in program participants that occur as a result of the services provided. The successful achievement of milestones should be verifiable and documented by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant. Sub-grantees shall utilize the Work Plan Form, located in Section 4 Attachments, to provide the number of persons served and the type of services to be provided. Please note the State reserves the right to revise the work plan based on the requirements of the HPRP as directed by HUD.

In developing outcome performance measures, applicants shall address the following competency areas in their proposals:

- a. The number of homeless individuals and families who receive homeless prevention or rapid re-housing funds.
- b. The number of individuals and families who were provided with financial assistance and housing relocation and stabilization assistance.
- c. The number of participants who remained in stable housing for six (6) months or longer.

- d. The demographic characteristics of persons service by the HPRP funds
- e. The number of new jobs created and jobs retained as a result of the HPRP funds.

VI. Management Requirements

- A. HPHA's overall requirements for Sub-grantees applying under this RFI, shall include but are not limited to the following as stated in Section 17-2026 of the Hawaii Administrative Rules:
 - 1. Be a for-profit organization incorporated under the laws of the STATE; or be a nonprofit organization determined by the Internal Revenue Service to be exempt from the federal income tax with a governing board whose member have no material conflict of interest and serve without compensation, with bylaws or policies that describe the manner in which business is conducted, and with policies that relate to nepotism and management of potential conflict of interest situations;
 - 2. The Sub-grantee have at least one (1) year's experience with the project or in the program area for which the request is being made; provided that the STATE may grant an exception where the organization applying for a program under this chapter has otherwise demonstrated the necessary experience or expertise in the program area.
 - 3. Have no outstanding balance owing to the corporation except that the executive director of the STATE may grant exceptions for debt recently acquired and for events which have an approved repayment plan.
 - 4. The Sub-grantee shall submit information on the Sub-grantee's background, position descriptions and staff resumes, program plans and design of facilities or equipment, documentation providing control of facilities including leases or, deeds, financial standing and budget projection, health and safety policies, and grievance procedures, for the State to determine which Sub-grantee agencies shall receive funds for any program under this chapter.
 - 5. The Sub-grantee shall have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles or have an entity that shall maintain such an accounting system and may further information to ensure proper and accurate accounting.

6. An organization which is primarily a religious organization shall agree to provide all eligible activities under any program in response to this RFI in a manner that is free from religious influences and in accordance with the following principals:
 - a. It will not discriminate against any person applying for services on the basis of religion and will not limit such housing or other services or give preference to person on the basis of religion;
 - b. It will exert no religious influences in the provision of supportive services; and
 - c. It will not discriminate against any employee or applicant for employment on the basis of religion.
7. Upon the commencement and completion of a contract, the HPHA may require a Sub-grantee to submit to the HPHA a valid tax clearance from the Department of Taxation and the Internal Revenue Service.

B. Organization

The Sub-grantee shall maintain written policies and procedures for the required services including personnel standards, operating procedures, documentation and record keeping, data gathering and reporting, financial administration, quality assurance and monitoring.

C. Independent Contractor

The Sub-grantee shall be an independent contractor with the HPHA and be responsible to control and direct the performance and details of the work and services required. The Sub-grantee shall be responsible for securing all employee-related insurance coverage and paying all applicable taxes and fees.

D. Insurance and Indemnity Requirements

The Sub-grantee shall indemnify the State of Hawaii and the Hawaii Public Housing Authority and shall obtain the following insurance:

General Liability Insurance (Occurrence form)	\$2,000,000.00 combined single limit per occurrence for bodily injury and property damage.
Automobile Insurance Covering all owned, non-owned and hired automobiles.	Bodily injury liability limits of \$100,000.00 each person and \$300,000.00 per accident and property damage liability limits of \$50,000.00 per accident.
Workers Compensation as required by laws of the State of Hawaii	Insurance to include Employer's Liability. Both such coverage's shall apply to all employees of the Applicant and (incase any

sub-contractor fails to provide adequate similar protection for all his employees) to all employees of sub-contractors.

E. Certificates of Eligibility

Prior to award of a Contract, the Sub-grantee is required to submit the following document to the HPHA to demonstrate compliance with State Laws:

1. Tax Clearance, Form A-6;
2. Department of Labor and Industrial Relation, Application For Certificate of compliance, Form IIP#27, (501 (c)(3) Non-Profits are exempt), and
3. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG)

Alternately, instead of separately applying for these (paper) certificates at the various state/federal agencies, the applicant may choose to use the Hawaii Compliance Express (“HCE”), which allows business to register online through a simple wizard interface at:

<http://vendors.ehawaii.gov/hec/splash/welcome.html>

The HCE provides the applicant with a “Certificate of Vendor Compliance” with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Vendor that elects to use the new HCE services will be required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

F. Subcontracting

The Sub-grantee shall not assign or subcontract any of the Sub-grantee’s duties obligations, or interest without the prior written consent of the HPHA. If approved, the Sub-grantee shall be responsible for monitoring the performance of any subcontractor and ensuring that all contract terms and conditions are satisfactorily fulfilled.

G. Confidentiality

Each Sub-grantee must develop and implement procedures to ensure:

1. The confidentiality of records pertaining to any individual provided with assistance; and
2. That the address or location of any assisted house will not be made public.

H. Grievance Procedures

The Sub-grantee shall establish a formal and documented process that provides to the individual served or seeking services due process of law, including: written notification to the applicant or participant containing a clear statement of the reasons for termination or denial of assistance, the specific date for which assistance will cease, the right of the applicant or participant to have a review of the decision, instructions on how the applicant or participant is to evoke this review, the right of the applicant or participant to review the records and the right to counsel at this review;

Upon request by the applicant or participant, a review of the decision in which the applicant or participant is given the opportunity to present written or oral objections, may be represented by counsel if the applicant or participant so desires, before a person other than the person (or a subordinate of that person) who made or approved the termination or denial decision and to question witnesses and present evidence; and

Prompt service of the final decision in writing to the applicant or participant.

I. Federal Requirements

All Sub-grantees are required to register with Dunn and Bradstreet to obtain a DUNS number, or complete or renew their registration in the Central Contractor Registration (CCR). For more information see 73 FR 23483, April 30, 2008 or go to www.dnb.com

1. Habitability Standards. Organizations providing rental assistance with HPRP funds will be required to conduct initial and any appropriate follow-up inspections of housing unit into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. The minimum habitability standards are listed in the HUD Docket No. FR-5307-N-01, which maybe found on the website: www.hud.gov.
2. Sub-grantees shall comply with 24 CFR 84.42 Code of Conduct regarding conflicts of interest.
3. Sub-grantees shall comply with the fair housing and civil rights requirements in 24 CFR 5.105(a) and with Section 504 of the Rehabilitation Act of 1973 and implementing regulation 24 CFR 8.6, and compliance under section 808(e)(5) of the Fair Housing Act.
4. Sub-grantees shall comply with the Lead-Based Poisoning Prevention Act of (42 U.S.C. 4802 et seq.) as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992, when implementing regulations at

24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HPRP.

5. Sub-grantees shall be subject to the requirement of 24 CFR part 84. Note that the closeout requirements apply to all entities receiving HPRP funds, but no charges may be applied to the grant beyond the Recovery Act's three (3) year deadline.

J. Compliance with Laws and HPHA Rules

The Sub-grantee shall comply with all laws, ordinances, codes, rules and regulations of the federal, State and local governments which in any way affect its operations and adhere to instructions prescribed by the HPHA for the effective administration of a program. The Sub-grantee shall complete all disclosures and certifications as required by HUD.

The Sub-grantee shall perform financial and compliance audits in accordance with the Office of Management and Budget Circular A-133 and submit the audits to the State as directed if federally funded for \$500,000 or more.

K. Homeless Management Information Systems (HMIS)

The collection of information of a person experiencing homelessness is required by the HUD. The HMIS system assists in providing current information regarding the number of homeless, as well as aids in the coordination and tracking of those assisted by the program. The Sub-grantee shall participate in the STATE's HMIS, domestic violence programs excepted.

VII. Budget and Program Financial Requirements

The Sub-grantees will need to expend 60% of the total amount awarded to them within two (2) years and 100% within three (3) years. The Sub-grantee shall include within the budget, the calculated amounts to be expended per year up to the three (3) years of the program. Which shall incorporate the 60% expenditure requirement in two (2) years and expending 100% of the funds within the three (3) years of the budget.

- A. Extensions.** Any extension in the term for expending the award amount shall be on approval by HUD and at the sole discretion of the STATE. The following conditions must be met for an extension:

1. The Sub-grantee experiences cost savings and has unexpended funds available that can be used to provide additional services; or
2. The State determines there is an ongoing need for the services and has funds to extend services, not to exceed 12 months. Contract extensions shall be awarded at the same or comparable rates as the primary agreement.

3. A supplemental agreement must be executed prior to expiration of the primary agreement.
4. The Sub-grantee must obtain STATE and HUD approval in writing and a notice to proceed with the extension, and
5. The STATE has determined that the Sub-grantee has satisfactorily provided service over the current contract term, and
6. Necessary State and/or Federal funds are appropriate and allotted for an extension.

B. Compensation and Payment

1. Payments shall be made in quarterly disbursements may be paid advance upon submission of invoice and financial report pursuant to specific written instructions from the HPHA. Payments shall be made in accordance with the approved budget and Compensation and Payment Schedule prescribed by the STATE. Payments shall be subject to the availability of funds and the satisfactory performance of all terms and conditions.
2. Requests for payments shall be certified by the Sub-grantee that all contractual obligations are being duly fulfilled.
3. If an amount of reported expenditures is determined by the STATE to be inappropriate, unallowable, or not made in accordance with the approved budget, the STATE may require that such amount of monies be refunded by the Successful Applicant to the STATE upon resolution of the discrepancy by audit or other means as conducted by the STATE or its designee.
4. Upon completion of the contract and reconciliation of the financial reports, the STATE may require the Sub-grantee to return any unexpended funds to the STATE.
5. An amount equal to five percent (5%) of the total contract amount shall be withheld as final payment subject to satisfactory submittal and reconciliation of all reports, and subject to section 103-53, Hawaii Revised Statutes, which requires a tax clearance from the Department of Taxation and the Internal Revenue Services; provided that the debt owed to the Department of Taxation shall be offset first.
6. Payments are subject to the availability of funds and allotment by the State's Director of Finance, in accordance with Chapter 37, Hawaii Revised Statutes and/or HUD program requirements and guidelines under the HPRP program.

VIII. Reporting Requirements for Program and Fiscal Data

- A.** Providers shall submit progress reports, including but not limited to, the total amount of funds received, the amount of HPRP funds allocated for the four (4) eligible activity categories, the amount expended in each categories; the estimated number of unduplicated individuals and families served; and the estimated number of new jobs created and retained; and problems encountered and recommendations to remedy the problems.
- B.** Reporting shall be an Initial Performance Report, Quarterly Performance Reports, and an Annual Performance Report, all based on the timetable set by HUD.
- C.** Providers shall submit information and/or required reports in a timely manner and in the appropriate forms as prescribed by the HPHA and any State, county or Federal government.

IX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- A.** The satisfactory provision of services shall be monitored by the Contract Administrator. Performance will be monitored on an ongoing basis through desk monitoring, site inspection, personal observation and/or other methods by the HPHA's Contract Administrator and his or her designated representative.
- B.** Should the Sub-grantee fail to comply with the requirements of the contract, the HPHA may request a written corrective action plan that shall include the corrective actions to be taken, a time line for implementation, and the responsible parties. The HPHA shall monitor the Sub-grantee for implementation of the corrective action plan. The HPHA reserves the right to request regular or additional report on progress towards compliance with the contract and the corrective action plan.
- C.** Should the Sub-grantee continue to fail to comply with the requirement of the contract, HPHA reserves the right to engage the services of another Sub-grantee to perform the services, to remedy the defect or failure and to deduct such costs from monies due to the Sub-grantee or to assess the Sub-grantee directly.
- D.** When a Sub-grantee is not performing the required services as contracted, the HPHA reserves the right to extend the agreement for intervals of less than 12 months. During this time, the HPHA will monitor the Sub-grantee's performance and/or revise the implementation of its corrective action plan to determine whether the HPHA will continue contract with the current Sub-grantee.

- E. The State, the HPHA, the Comptroller of the State of Hawaii, and an of their authorized representatives, the Legislative committees and their staff, the Legislative Auditor, the U.S. Federal government and HUD shall have the right of access to any book, document, paper, file, or other record of the contractor (and any of its subcontractors) that is related to the performance of services in order to conduct an audit or other examinations or to make excerpts and transcripts for the purposes of monitoring and evaluating the Provider's performance of services and the Provider's program, management, and fiscal practices. The right of access shall not be limited to the required retention period but shall last as long as the records are retained. The Sub-grantee shall be required to retain all records for at least three (3) years, except if any litigation, investigation, audit or other action is under way.

(END OF SECTION)

Section 2

Proposal Application Instructions

I. General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The Applicant shall submit one (1) original proposal marked "ORIGINAL" and five (5) copies of the original marked "COPY". The outer envelope or packaging of the proposals shall be sealed and clearly marked with the RFI number and title, along with the Applicants name, address and phone number.*
- *The numerical outline for the application, the titles/subtitles, and the Applicant organization and RFI identification information on the top right hand corner of each page should be retained.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 4.*
- *Proposals must be submitted bound with a 2 or 3 prong fasteners, or in a binder.*
- *Tabbing of sections is required.*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 4, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an Applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 3, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (www.spo.hawaii). However, the form will not include items specific to each RFI. If using the website form, the Applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

II. Program Overview

This section shall clearly and concisely summarize and highlight the content of the proposal in such a way as to provide the HPHA and the CoC with a broad understanding of the entire proposal. Include a description of the Applicants organization, the goals and objectives related to the service activity, and how the proposed services are design to meet the problem/need identified in the service specifications.

III. Experience and Capability

HPHA is requiring that the Applicant have at least one (1) year experience with similar the projects or in the program areas for which the request is being made.

A. Necessary Skills and Experience

The Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. The Applicant shall also provide a listing of verifiable experience with similar projects or contracts for the most recent three (3) years that are pertinent to the proposed services. The Applicant shall include point of contact, addresses, e-mail/phone numbers. The STATE reserves the right to contact references to verify experience.

B. Quality Assurance and Evaluation

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services. The Applicant shall describe the methodology used to determine the soundness of the program and its ability to meet the goals and objectives.

C. Coordination of Services

The Applicant shall demonstrate its participation in the County CoC in which the program will operate. The applicant's participation in the county where the program shall provide services shall be verified through the respective county CoC. The STATE reserves the right to contact the respective CoC regarding the Applicant's participation.

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. The Applicant shall provide a list of other mainstream health, social services and employment programs regarding the coordination of services for the participants of the Homeless Prevention and Rapid Re-Housing Program. The STATE reserves the right to contact references to verify the coordination of services.

IV. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.

2. Staff Qualifications

- a. The Applicant shall provide the minimum qualifications (including experience and credentials for the positions assigned to the program).
- b. Describe the knowledge and experience of your proposed project director and/or staff, including the day-to-day operations of the program. Attach resumes and relevant professional background/experiences of each staff position. Services must be provided by persons with training and/or expertise appropriate to the type of service offered. Staff must be capable of assessing the needs of the targeted population.

B. Project Organization

1. Supervision and Training

The Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organizational charts shall be attached to the Proposal Application.

V. Service Delivery

Applicant shall include a detailed discussion of the Applicant's approach to applicable service activities to be provided by their program, including the timeline in which the services are to be rendered. Applicant shall clearly and

concisely describe its ability to meet the management requirements from Section 1, Item IV through VII. Applicant shall complete the attached work plan for all eligible service activities to be included in your program. For service activities not conducted in conjunction with your program, Sub-grantees indicate with a “Not Applicable” (N/A). (See work plan form in Section 4: Attachments).

1. Describe how participants shall be determined eligible for the activities provided under the category of financial assistance. Provide the method utilized to document eligibility of the participant.
2. Describe how participants shall be determined eligible for activities provided under the category of housing relocation and stabilizations services. Provide the method utilized to document eligibility of the participant.
3. Describe the standards, and/or guides used to determine the reasonableness of the assistance provided to the participant;
4. Describe the method by which the Individual Housing Plans are developed, monitored and how follow up is to be determined and provided;
5. Clearly describe outcome measures, and benchmarks relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, the stated problem and proposed service activities.

VI. Financial

A. Pricing Structure

1. Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application. All fees shall be included in the proposal price, including but not limited to, personnel, subcontractors, travel expenses, equipment, and supplies according to the allowable expenditures.
2. Cost Payments reflects a purchase arrangement in which the STATE pays the Applicant for budget costs that are projected to be incurred in delivering the services specified in the Contract. Payments shall be paid only up to the maximum obligation as agreed upon contractually.

3. The Sub-grantee shall complete SPO-H-205 Budget to include the calculated amounts to be expended per year up to the three (3) years of the program. The Sub-grantee shall incorporate 60% of the expenditure to occur in the first two (2) years of the program and expending 100% of the funds by the end of the third year, which is the last year of the program.

All budget forms, instructions and samples are located on the SPO website (<http://www.spo.hawaii.gov>). The following budget form(s) shall be submitted with the Proposal Application (as applicable):

- a. SPO-H-205 Budget
- b. SPO-H-206A Budget Justification – Personnel: Salaries & Wages
- c. SPO-H-206B Budget Justification – Personnel: Payroll Taxes, Assessment & Fringe Benefits
- d. SPO-H-206C Budget Justification – Travel: Inter-island
- e. SPO-H-206E Budget Justification – Contractual Services: Administrative
- f. SPO-H-206F Budget Justification- Contractual Services Subcontract
- g. SPO-H-206H Budget Justification – Program Activities

B. Other Financial Related Materials

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application.

1. Latest single audit report
2. Latest audit which meets the requirement of the Office of Management and Budget Circular A-133 (for previously awarded federal funds); and
3. Any response to the audit finding for the latest single audit

VII. Other

A. Litigation

The Applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

B. Federal Requirements

Certifications: Shall be submitted after award is determined prior to contract.

1. SF-LLL, Executed Disclosure of lobbying Activities.
2. Applicant Code of Conduct. HUD must have the Code of Conduct for every agency submitting a proposal. By way of HUD Guidance, Code of conduct must meet the following minimum requirements:
 - a. Must prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agent of the organization for their personal benefit in excess of minimal value;
 - b. Outline administrative and disciplinary actions available to remedy violations of such standards;
 - c. Describe the method to be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct; and
 - d. Must be written on company letterhead that provides a mailing address, authorized official name, and telephone number.

(END OF SECTION)

Section 3 Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFI will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	32 points
Project Organization and Staffing	8 points
Service Delivery	50 points
Financial	10 Points

TOTAL POSSIBLE POINTS	100 Points
------------------------------	-------------------

III. Evaluation Criteria

Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist

- Registration (if not pre-registered with the State Procurement Office)
- Tax Clearance Certificate/Vendor Compliance

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- All required financial forms and documents
- Program Specific Requirements

Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. This intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered. Does the Applicant include a brief description of their organization, and the goals and objectives related to the service activity, and how the proposed services designed to meet the need identified in the service specifications in a clear and concise manner?

1. Experience and Capability (32 Points)

The evaluation criteria for this section will evaluate the applicant's experience and capability relevant to the proposal Contract, which shall include:

A. Necessary Skills and Experience (10 points)	Points
Does the applicant demonstrate the skills, abilities, and knowledge related to the delivery of the proposed services?	3.0
Does the applicant demonstrate an established organizational structure and ability to expeditiously deliver services as required?	2.0
Does the applicant possess the minimum year of experience? (Any request for an exception must be accompanied by a letter of approval by the HPHA Executive Director).	2.0
Does the applicant provide verifiable experience with this specific or similar service, to demonstrate satisfactory delivery of services?	3.0
B. Quality Assurance and Evaluation (5 points)	Points
Does the applicant describe its quality assurance and evaluation plans for the proposed services including methodology?	3.0
Does the applicant have a written evaluation plan to effectively measure, monitor and evaluate program performance, and detect and resolve problems in a timely manner? .	2.0

C. Coordination of Services (17 points)	Points
Participation in the Continuum of Care Process: General Meeting Attendance <input type="checkbox"/> Applicant attended all meetings .(5 Points) <input type="checkbox"/> Applicant missed one (1) out of the total number of meetings (4 Points) <input type="checkbox"/> Applicant missed half of the total number of meetings (1 Points) <input type="checkbox"/> Applicant attended no meetings. (Minus 5 Points)	5.0
Subcommittee and CoC Activities and Planning Participation <input type="checkbox"/> Applicant chairs and coordinates a subcommittee and/or CoC activity and planning processes. (8 Points) <input type="checkbox"/> Applicant actively and regularly participates in subcommittees and/or CoC activity and planning processes. (7 Points) <input type="checkbox"/> Applicant occasionally participates in subcommittees and/or CoC activity and planning processes. (4 Points) <input type="checkbox"/> Applicant does not participate in subcommittees and/or CoC activity and planning processes. (Minus 8 Points)	8.0
Does the Applicant demonstrate the capability to coordinate services with other agencies and resources in the community?	4.0

2. Project Organization and Staffing (8 Points)

The evaluation criteria will evaluate the applicant's overall staffing approach to the service that shall include:

Personnel: Project Organization and Staffing (8 points)	Points
Does the organizational chart reflect the position of each staff and line of responsibility/supervision? Are the lines of authority, responsibility and accountability clearly defined?	2.0
Does the proposed staffing pattern and ratio seem reasonable and appropriate in relation to the proposed services?	2.0
Are the minimum staff qualifications (including experience) reasonable?	2.0
Does the applicant describe its ability to supervise, train, and provide administrative direction relative to the deliver of the proposed services?	2.0

3. Service Delivery (50 Points)

The evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

Service Scope of Services	Points
Does the applicant demonstrate a thorough understanding of the purpose, scope of the service activity and the delivery of services?	10.0
Does the applicant demonstrate a logical approach (including timelines) and step-by-step process that explain in detail the planning and delivery of tasks and activities to the target population?	10.0

Does the applicant describe in detail approaches of providing services to a diverse population?	10.0
Does the applicant demonstrate effective and feasible outputs/outcomes as well as the number of unduplicated persons and families to be served, which can be achieved with the proposed cost structure, staff and resources?	10.0
Does the applicant discuss in sufficient detail how the outputs/outcomes will be tracked and documented?	5.0
Does the Applicant describe the ability to provide complete, accurate and timely program and financial reports?	5.0

4. Financial (10 Points)

The evaluation criteria for this section will assess the applicant's ability to manage its' fiscal responsibility in administering the federal funds.

Financial (10 Points)	Points
Personnel costs are reasonable and comparable to position in the community.	1.0
Non-personnel costs are reasonable and adequately justified.	2.0
Does the budget support the scope of service of this RFI?	2.0
Financial policies for the user of funds for this service are clearly presented. Does the expenditure plan meet the goal of 60% expended in two (2) years and 100% within three (3) years?	2.0
Adequacy of accounting system.	2.0
Most recent audit report and the response and/or corrective action regarding any findings.	1.0

Phase 3 – Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

All proposals will be reviewed for responsiveness to the RFI.

(END OF SECTION)

Section 4

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Work Plan Forms
- D. SPO Budget Forms
- E. Federal Certifications

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 3, website: www.spo.hawaii.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 3, RFP	SPO Website*	X	
Proposal Application Checklist	Section 3, RFP	Attachment A	X	
Table of Contents	Section 4, RFP	Section 4, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6) Or Vendor Compliance	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)* See HCE	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 3	N/A	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 3	N/A	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
Federal Certifications		Section 4, RFI		
Affirmation for Fair Housing		Section 4, RFI	Submission required prior to contracting.	
Drug Free Workplace		Section 4, RFI		
Anti-Lobbying		Section 4, RFI		
Program Fraud Civil Remedies Act		Section 4, RFI		
Program Specific Requirements:		Section 4, RFI	X	
Work Plan				

Authorized Signature

Date

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	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
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VII.	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services Administrative	
	SPO-H-206F Budget Justification - Contractual Services - Subcontractor	
	SPO-H-206-H Program Activities	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	

Housing Prevention and Rapid Re-Housing Work Plan

Name of Sub-grantee: _____

Address: _____

Name of Program: _____

Program Address: _____

(Please include Street, County and Zip Code)

SECTION 1: TYPE OF PARTICIPANT

Complete the chart below by projecting the number of each type of participant to be served in the program.

<u>Type of Participant</u>	Operating Year Projection		
	<u>2009</u>	<u>2010</u>	<u>2011</u>
Homelessness Prevention:			
At-Risk Homeless			
Subtotal			
Rapid Re-Housing:			
Unsheltered homeless			
Sheltered at emergency shelters			
Sheltered at transitional shelters			
Sheltered at others facilities			
Subtotal			
Total			

Notes:

- a. Unsheltered homeless means the person's homeless status upon entry is from a beach, park, vehicle, and/or sleeping on the street or in or at a building.
- b. Sheltered from an emergency shelter may also include a domestic violence shelter.
- c. At-risk homeless means leaving a domestic violence situation; the termination of a lease or being evicted from a room, apartment, or house you rent; a foreclosure on an apartment or house you own; and living in a family or friend's room or house.

SECTION 2: PROJECT PLAN

Complete the charts below with the projected number of participants to be provided with services.

<u>Participant</u>	Operating Year Projection		
	<u>2009</u>	<u>2010</u>	<u>2011</u>
Homelessness Prevention:			
Number of unduplicated single persons.			
Number of unduplicated individuals in families.			
Total # of unduplicated at-risk homeless persons.			
Number of unduplicated families with no children.			
Number of unduplicated families with children.			

Housing Prevention and Rapid Re-Housing Work Plan

Participant	Operating Year Projection		
	<u>2009</u>	<u>2010</u>	<u>2011</u>
Rapid Re-Housing:			
Number of unduplicated single persons.			
Number of unduplicated individuals in families.			
Total # of unduplicated homeless persons.			
Number of unduplicated families with no children.			
Number of unduplicated families with children.			

Notes:

- a. "Number Unduplicated Single Persons" means the number of unduplicated persons whose household make-up does not consist of children for the defined time period. Couples would be included here as two (2) single persons. A pregnant woman entering the shelter alone shall be counted as one (1) person.
- b. "Number Unduplicated Individuals in Families" means the number of unduplicated persons (adult or child) who belong to a family. A family with a mother, father and four (4) children would be counted as six (6).
- c. "Total Number Unduplicated Homeless Persons" means all unduplicated persons served or to be served by the homeless facility for the defined time period. This number should equal the number of single persons plus the number of individuals in families:

$$\begin{array}{rcl}
 & \text{Number Unduplicated Single Persons} & \\
 + & \text{Number Unduplicated Individuals in Families} & \\
 = & \text{Total Number Unduplicated Homeless Persons} &
 \end{array}$$
- d. "Number Unduplicated Families with Children" means the number of unduplicated households consisting of at least one (1) dependent child under the age of 19.

SECTION 3: OUTCOME OBJECTIVES

Outcome Objective	Operating Year Projection		
	<u>2009</u>	<u>2010</u>	<u>2011</u>
FINANCIAL ASSISTANCE:			
Number of participants to receive short-term (3 months) rental assistance.			
1. Number of single persons.			
2. Number of families with no children.			
3. Number of families with children.			
Number of participants to receive medium-term (4 to 18 months) rental assistance.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			
Outcome Objective	<u>2009</u>	<u>2010</u>	<u>2011</u>
Number of participants to receive security deposits.			

Housing Prevention and Rapid Re-Housing Work Plan

Number of single persons.			
Number of families with no children.			
Number of families with children.			
Number of participants to receive utility deposits.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			
Number of participants to receive utility payment assistance.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			
Number of participants to receive moving cost assistance.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			
Number of participants to receive hotel/motel vouchers.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			

Outcome Objective	2009	2010	2011
HOUSING RELOCATION AND STABILIZATION SERVICES:			
Number of intakes completed.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			
Number of participants to receive case management.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			
Number of encounters for outreach services.			
Number of participants to receive housing search and placement services.			
Number of single persons.			
Number of families with no children.			
Number of families with children.			
Number of participants to receive legal services.			
Number of participants to receive services to repair credit.			

Housing Prevention and Rapid Re-Housing Work Plan

Notes:

- a. Case management may include counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance.
- b. Outreach and engagement services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of available services through HPRP
- c. Housing search and placement services or activities designed to assist individuals or families in locating, obtaining and retaining suitable housing. Component services may include tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing.
- d. Legal services to assist participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues.
- e. Credit repair services targeted to assist participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

SECTION 4: BUDGETING

Estimated Budget Summary: Enter the estimated budget amounts for each activity in the appropriate column and row.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
1. Financial Assistance	\$	\$	\$
2. Housing Relocation and Stabilization Services	\$	\$	\$
Subtotal (add rows 1 and 2)	\$	\$	\$
3. Data Collection and Evaluation			\$
4. Administration (up to 3% of allocation)			\$
Total HPRP Amount Budgeted (add rows 1 through 4)			\$

Housing Prevention and Rapid Re-Housing Work Plan

Notes:

- a. Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.
- b. Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.
- c. Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.
- d. This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

SUB-GRANTEES FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Fair Housing – The sub-grantee shall comply with the fair housing and civil rights requirement in 24 CFR 5.105(a) and with Section 504 of the Rehabilitation Act of 1973 and implementing regulation 24 CFR 8.6, and compliance under section 808(e)(5) of the Fair Housing Act,

Drug-Free Workplace --It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying --To the best of the sub-grantee's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

 Signature/Authorized Official

 Date

 Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).